

# **Lockheed Martin Space**

## **Environment, Safety & Health**

### **Contractor Site Briefing**

**Bay Area, California**

Sunnyvale - Palo Alto - Santa Cruz

# Introduction

Lockheed Martin Space (LMS) is committed to mission success with a proactive, predictive and preventive strategy to enable program performance excellence. We strive to operate our facilities in a regulatory compliant, responsible manner that provides a safe and healthy workplace for employees, contractors, and visitors. We work to prevent occupational injury and illness, protect our products and facilities, as well as the environment and surrounding communities, while committing to pollution prevention and conservation of natural resources.

# Applicability

The purpose of the Environment, Safety & Health (ESH) Contractor Site Briefing is to inform all contractors of the key ESH requirements and site protocols to safeguard contractors, visitors, LM employees, facilities, flight hardware and the environment, while working at LMS.

This briefing applies to any organization or individual (Contractor) and its subcontractors, engaged by LMS through written agreement to perform work at LMS owned, leased, controlled, and/or operated facilities or at sites where LMS has work performance responsibilities.

# Reporting Emergencies

Contractor shall:

- Report all emergencies, incidents, injuries, damage to LMS equipment/facilities/hardware, and accidents to their LMS Point of Contact (POC)
- Report all emergencies to Facilities & Asset Protection (F&AP) Dispatch:
  - Dial Ext. 911
  - Outside line: (408) 742-6020
- Provide F&AP dispatch with:
  - Type of emergency (Hazardous Material Spill, Medical, Fire)
  - Location (Building No., Floor, Column No.)
- For non-emergencies, call F&AP Dispatch and ESH
  - F&AP Dispatch: (408) 742-6020
  - ESH: (408) 742-7215

# Building Evacuation

In the case of fire alarm (or other audible alarm) sounding, contactor shall:

- Evacuate the building using the nearest designated exit route and proceed to the assembly area
- Not use elevators to evacuate
- Stay at least 75 feet from buildings (unless otherwise directed)
- Notify F&AP if their associated contractors are unaccounted for
- Notify their LM POC
- Only reenter the building if the “All Clear” has been announced by F&AP or other LM authorized person

# Prohibited Items and Activities

Entering LMS owned or operated premises constitutes your consent to the search of your person, vehicle, packages, briefcases, and other containers.

## LMS Prohibits:

- Explosives, fireworks and knives with blades in excess of 3.5”
- Firearms consistent with Local, State or Federal law
- Offensive, pornographic, sexually explicit or degrading material
- Unauthorized use of cameras or recording devices within buildings
- Tobacco vaping products
- Unauthorized alcohol beverages
- Animals (Exceptions: Authorized service animals, K-9 teams, other legitimate purpose)
- Any item that violates Local, State or Federal law, including illegal substances and hazardous chemicals not covered by an on-site Safety Data Sheet (SDS)

# Traffic / Pedestrians Safety

Contractor shall:

- Follow posted speed limit (Roads 25mph / Parking lots 15mph)
- Not block loading docks, obstruct fire lanes, or impede traffic
- Not enter or park in areas that are barricaded or roped off
- Not idle vehicles near Heating Ventilation & Air Conditioning (HVAC) equipment
- Have valid driver license and insurance documentation for their vehicle
- Utilize only hands free communication devices. No texting & driving
- Be mindful of pedestrians and bicyclists while operating a motor vehicle
- Use designated pedestrians crosswalks and follow crossing signals
- Comply with any other local traffic rules

# General Requirements

## Contractor Shall:

- Comply with all applicable laws, regulations, and all communicated LMS site and program-specific requirements
- Immediately report to their LMS POC, occupational injuries/illnesses, incidents involving damage to LMS equipment, facilities, or impact to LMS operations
- Stop work if it poses an imminent hazard and take appropriate steps to mitigate hazards
- Shall inform LMS POC and other affected personnel of any hazards confronted or created during operations and abate work place hazards created by their activity or under their control
- Not use LMS owned/leased equipment (e.g. portable ladders, cranes, forklifts, tools, Personal Protective Equipment (PPE), vehicles, etc.) unless the contractor obtains written permission from LMS
- Follow good housekeeping practices
- Keep exit routes unobstructed and free from clutter
- Designate work areas with safety barriers and appropriate signage
- Wear appropriate Personal Protection Equipment (PPE)



# Training / Qualification

Contractor shall be qualified, authorized, trained and medically fit to complete the tasks assigned to them, according to applicable regulatory standards, as well as applicable LMS site policies and procedures for the work performed on-site.

Contractor shall maintain written proof of certifications, licenses, ESH training (e.g. medical certification, respiratory fit testing).

Asbestos/Lead sampling and abatement work shall be conducted only by contractors approved and authorized by LMS ESH.

# Contractor Hazardous Activities

Contractor, LMS POC and LMS ESH, shall exchange information and coordinate actions regarding regulatory compliance, site-specific requirements and procedures, and site-specific training for certain tasks.

These tasks include, but are not limited to:

- Chemical use / Hazardous Material / Hazardous Waste
- Lock Out / Tag Out
- Demolition
- Ordnance
- Asbestos / Lead / Cadmium Sampling and Abatement
- Confined Spaces
- Hot Work
- Excavation / Trenching
- Working at heights (e.g. roofs)
- Live Electrical Work (requires approval from ESH)
- Lifts / Cranes
- Environmental Remediation<sup>10</sup>

# Competent / Qualified Person

Competent and/or qualified person(s) shall be present for the entire duration of hazardous operations, as defined by OSHA .

These tasks include, but are not limited to:

- Asbestos/lead abatement
- Welding
- Erecting/changing scaffolding
- Excavation
- Demolition
- Remediation
- Use of accessory hoisting equipment
- Cranes
- Fall protection

Competent and/or qualified person(s) shall continually assess the job site to identify potential hazards and mitigate these hazards, as well as verify compliance with safety standards.

# Potential Site Hazards

Contractor may encounter hazards at LMS. Contractor shall identify applicable hazards and take appropriate steps to mitigate these hazards.

Known hazards at LMS include, but are not limited to:

- Hazardous materials / hazardous waste
- Ionizing radiation / non-ionizing radiation (lasers)
- Ordnance / Explosives
- Cryogenics
- Oxygen Deficient Atmospheres
- Confined Spaces
- Asbestos & Lead
- Rattle snakes, black widows, poison oak

# General Ordnance Awareness

Contractors shall pay special attention to areas that contain ordnance and the visual controls associated with ordnance.

Ordnance devices may be present in LMS buildings (e.g. production areas, high bays, cleanrooms, labs, test areas, and storage areas (magazines)).

Your LM POC will notify you of any ordnance hazards present in the job area and specific requirements and restrictions.

Contractors shall not handle ordnance devices, unless they are trained and qualified, and have approval from LM (e.g. contractors involved in hardware production or test)

Contractors shall notify LM POC of the use of powder actuated tools intended for construction and maintenance activities prior to start of work.

Radio Frequency (RF) transmitting devices are prohibited in ordnance areas. They shall be left in vehicles or secured in lockboxes. Devices include, but are not limited to: Mobile phones, tablets, iPods, Bluetooth speakers, smart watches, fitness trackers, walkie-talkies, car remote lock/unlock key fobs, other WIFI/Bluetooth devices<sup>13</sup>

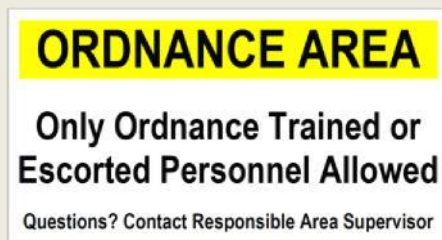
# Ordnance Visual Controls - Fire Division Symbols

Exteriors of the buildings that contain ordnance, as well as access roads to these buildings are marked with specific Department of Defense (DOD) fire symbols.

Fire symbols indicate that ordnance devices are present in that facility and inform emergency responders as to the class of ordnance devices present.



Santa Cruz facility, in addition, has this signage posted at all entrances to the area



# Ordnance Visual Controls

Ordnance devices, or outer packages, test chambers, magazines, and day boxes containing ordnance, will have stickers or tags affixed to them, identifying their ordnance status:



- Red Diamond + the word “**LIVE**” = contains active explosive material
- Blue Diamond + the word “**INERT**” = contains NO active explosive material
- Green Diamond + the word “**EXPENDED**” = ordnance device has been functioned/fired/activate

Note: Hazardous material may be still present in Expended ordnance device

# Ordnance Visual Controls

Live ordnance items packaged for transport will be labeled with Department of Transportation (DOT) compliant labels as shown below.



High level assemblies that contain ordnance devices may be marked with a red "Ordnance Installed" placard.





# Summary

Completion of the “Contractor ESH Site Briefing” gives you better understanding of key ESH items and site protocols to safeguard you, our employees and environment while working at LMS. If you have any questions or concern contact your LMS POC.

Thank you for your participation

**To receive an LMS badge, complete the “Contractor Acknowledgment - ESH Contractor Site Briefing” form on the next page and submit it to F&AP when you arrive**

# LMS Contractor Acknowledgment of “ESH Contractor Site Briefing”

To receive an LMS badge, complete this form LEGIBLY  
and submit it to F&AP when you arrive

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I acknowledge that I have reviewed and understand LMS-  
Bay Area ESH Contractor Site Briefing.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Name (Last, First): \_\_\_\_\_

Signature: \_\_\_\_\_

LMS POC: \_\_\_\_\_